



# Reimbursable Expense Protocol

ICF has established home-office policies for its field-based staff. The information presented in this section includes excerpts from company policies with project-specific requirements incorporated. These guidelines are designed to follow both ICF company policy as well as specifications set forth in the State Capacity Building Center (SCBC) contract.

| Expense              | Reimbursement Information   |
|----------------------|---|
| Copying              | <p>Reimbursable costs include those for copies, handouts, etc., for project-related purposes.</p> <ul style="list-style-type: none"> <li>◆ Staff should use electronic copies whenever possible. When hard copies are needed, Fed Ex Office is the vendor of choice. Staff should use the ICF account. (See the Printing and Shipping Protocol for more information.)</li> </ul>  |
| Fax                  | <ul style="list-style-type: none"> <li>◆ ICF provides all off-site staff with a printer/scanner/copier. Scanning should be used instead of faxing.</li> <li>◆ A fax line is not reimbursable unless there is a demonstrated need for one and there are no other adequate option. Prior approval from the SCBC Project Director is required.</li> </ul>  |
| Ink cartridges/toner | <ul style="list-style-type: none"> <li>◆ Ink cartridges are ordered through the ICF Service Desk and directly billed to ICF. This services is only for ICF owned printers. ICF does not provide ink/toner for personal printers.</li> <li>◆ It is recommended that staff always have a spare ink/toner cartridge on hand.</li> <li>◆ To order toner, send an email to servicedesk@icfi.com with "toner request" as the subject and the following information in the body of the email: <ul style="list-style-type: none"> <li>• Printer make/model;</li> <li>• Serial number (from the manufacturer label);</li> <li>• ICF asset tag number (on the blue ICF asset label);</li> <li>• Toner cartridge part number (on the ink/toner cartridge); and</li> <li>• Shipping information (where you need it shipped).</li> </ul> </li> </ul> |
| Internet access      | <p>Up to \$200 per month for all communication services (phone and internet).</p> <ul style="list-style-type: none"> <li>◆ A one-time installation charge for these services is also reimbursable.</li> <li>◆ The bill must be in the employee's name (not a spouse or other family member).</li> </ul>   |



| Expense             | Reimbursement Information  |
|---------------------|--|
| Mailing/shipping    | <p>Reimbursable costs include those for stamps, postage, and shipping.</p> <ul style="list-style-type: none"> <li>◆ Staff should use the U.S. Post Office whenever possible.</li> <li>◆ When overnight delivery is necessary, use of the ICF Federal Express account is preferable. (See the Printing and Shipping Protocol for more information.)</li> </ul>  |
| Meeting supplies    | <p>Reimbursable costs include those for post-it notes, markers, flip charts, nametags, and other items necessary for face-to-face meetings.</p> <ul style="list-style-type: none"> <li>◆ There is a very limited amount in the budget for these types of supplies. Only purchase what is absolutely necessary.</li> </ul>  |
| Office enhancements | <p>Office remodeling, furniture (e.g., filing cabinets), lighting, repairs, or modifications to home office spaces are not reimbursable.</p>   |
| Office supplies     | <p>Reimbursable costs include those for standard office supplies such as printer paper, writing pads, pens, file folders, etc.</p> <p>NOTE: These items should be charged as an indirect expense using the indirect code (i.e., 015000.0.0XXXX; "XXXX" is your business unit number).and an indirect expense report type.</p> <ul style="list-style-type: none"> <li>◆ Prior approval from the SCBC Project Director is required for individual items above \$50; the comments on the expense report section should include a note that approval was obtained.</li> <li>◆ These costs do not include those for ink cartridges/toner (see the "Ink cartridges/toner" row for more information).</li> </ul>  |
| Phone               | <p>Up to \$200 per month for all communication services (phone and internet).</p> <ul style="list-style-type: none"> <li>◆ A one-time installation charge for these services is also reimbursable.</li> <li>◆ The bill must be in the employee's name (not a spouse or other family member).</li> <li>◆ Reimbursement is for one work phone that must be identified as your primary work phone and that must identify you as ICF and/or Office of Child Care project staff. This may be either a designated office land line or a cell phone (you may not claim both).</li> <li>◆ Only one phone line is covered regardless of the total dollar amount.</li> <li>◆ Insurance, subscription services (i.e., navigation services), and equipment costs for cell phones are not reimbursable.</li> <li>◆ The designated phone cannot be used for any other non-ICF business, but may be used for occasional personal use as defined in ICF policy.</li> <li>◆ Additional expenses incurred on a secondary phone line on a per use basis may be reimbursed (e.g., long distance charges on a home phone line, over minute usage on a cell phone) but cannot include monthly fees.</li> </ul> |
| Post office box     | Not deemed necessary for work purposes   |



| Expense                               | Reimbursement Information  |
|---------------------------------------|--|
| Printer/scanner/copier                | <ul style="list-style-type: none"> <li>◆ ICF will issue staff members multi-function devices designed for home office use.</li> <li>◆ The purchase of a device will not be reimbursed.</li> <li>◆ If you are having technical issues with set up that the ICF Service Desk cannot assist with, you may contact a local IT support service (e.g., Geeks On Call) and submit charges for reimbursement.</li> </ul> |
| Professional development materials    | <p>Costs for magazine subscriptions, publications, training, etc., are not reimbursable.</p> <ul style="list-style-type: none"> <li>◆ For individual professional development opportunities related to performance review goals, approval must be obtained by the SCBC Project Director.</li> </ul>  |
| Professional fees                     | <p>ICF policy allows for reimbursement of one professional membership per employee per year up to \$300. This cost is submitted as an indirect expense.</p> <ul style="list-style-type: none"> <li>◆ This does not apply to subscriptions, publications, or other professional development materials.</li> </ul>   |
| Training/conference registration fees | <p>Reimbursement for costs associated with these expenses is limited.</p> <ul style="list-style-type: none"> <li>◆ Travel and conference registration fees are typically only covered when a staff member is presenting at the conference on behalf of the project in accordance with the established conference plan and has received approval from the SCBC Project Director.</li> </ul>                       |

## Guidelines for Purchasing Materials for Reimbursement

All purchases must be viewed as “advantageous to the government.” Purchases at drug stores, convenience stores, and hotel business centers are not advantageous to the Federal Government because costs at these locations tend to be higher than costs at other stores. Staff must make every effort to plan ahead so they can make purchases at discount stores such as Staples, Walmart, or other large retailers to reduce costs.

## Purchased Property Ownership

Any items purchased with contract funds become the property of the Office of Child Care and must be returned at the end of the contract. For that reason, personal items such as special laptop cases, headsets, easels, etc., are typically not approved for reimbursement.

## Submitting Items for Reimbursement

### Items to Charge to Indirect

The following items should be charged to indirect:

- ◆ Office supplies;
- ◆ Professional fees;



- ◆ Service calls for technical support (e.g., Geeks On Call); and
- ◆ Ink/toner (ordered through ICF Service Desk).

This requires that you complete an Indirect Project Costs expense report, and provide the indirect charge code (015000.0.0XXXX; “XXXX” is your business unit number).

## Items to Charge to the SCBC Project

The following items should be charged to project codes:

- ◆ Phone/internet expenses;
- ◆ Travel expenses;
- ◆ Training/conference registration;
- ◆ Meeting supplies; and
- ◆ Shipping/mail charges.

All items being charged to the SCBC project must be categorized as the “Government Direct Project Cost” type. These charges must be separate from any indirect charge (as described in the previous section).

For more detailed information regarding completing expense reports, see the Expense Report Protocol.

*The State Capacity Building Center (SCBC) works with State and Territory leaders and their partners to create innovative early childhood systems and programs that improve results for children and families. The SCBC is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.*

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